



**State of Louisiana**  
Division of Administration  
**Office of State Uniform Payroll**

September 21, 2012

**OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2013-12**

**TO:** LaGov HCM Paid Agency Human Resources  
and Employee Administration Staff

**FROM:** Andrea P. Hubbard  
Director

**SUBJECT:** Reporting of Maritime Payroll

The Office of Risk Management (ORM) released a memorandum on June 29, 2012 regarding a recent change in law that requires agencies to report maritime payroll beginning with the first quarter of Fiscal Year 2013. A new maritime payroll indicator has been added in LaGov HCM and reports have been updated to assist agencies with this reporting.

The following steps should be taken to assist with the ORM reporting requirement:

1. Identify employees within the agency who are considered maritime employees.
2. Use either transaction PO13 or PPOME to add the new Maritime Position Description Subtype 9001 to employees' records. Refer to LaGov HCM On-line Help for assistance.
3. Obtain the maritime positions for ORM reporting as follows:
  - a) Execute Report ZP19 (Position Data by Personnel Area) to obtain all position numbers that have the Maritime Position Description Subtype. Selection criteria for the report should be as follows:
    - Date Parameter – Today
    - Personnel Area – Agency number
    - Filled Selections – Both filled & vacant positions
  - b) Add the maritime indicator to the list of displayed columns and filter the report to show only those positions with the indicator.
  - c) Download report output into Excel.
4. Obtain the gross salary information as follows:
  - a) Execute Report ZF23 (Gross and Related Benefits by AFS Program) for the maritime positions for the reporting quarter. Background processing is recommended. Selection criteria for the report should be as follows:

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- Date Parameter – Reporting quarter begin and end date (Special attention should be given to the dates entered because this report uses AFS posting dates.)
  - Personnel Area – Agency number
  - Position – Copy position numbers from the ZP19 report output
  - Report Option – Expenditure detail report
5. Use the “EE Expend” information received from report ZF23 to report maritime payroll to ORM through the ORM online exposure reporting system.

Please contact Shannon Ball with ORM at (225) 342-8471 or [Shannon.Ball@la.gov](mailto:Shannon.Ball@la.gov) for assistance in determining if an employee should be considered a maritime employee and/or reporting payroll in the ORM online exposure reporting system. Contact the LaGov HCM Help Desk via [LaGov HCM web ticket](#) for assistance with adding the maritime indicator or with executing report ZP19 and ZF23. All other questions or concerns should be addressed to the OSUP Wage and Tax Unit at [\\_DOA-OSUP-WTA@la.gov](mailto:_DOA-OSUP-WTA@la.gov) or (225):

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APH:CDM/ral

cc: Don Martin, Office of Risk Management